

## Stephanie DuBois

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**From:** Stephanie DuBois [stephanie\_dubois@nmenv.state.nm.us]  
**Sent:** Tuesday, May 20, 2003 2:59 PM  
**To:** Cleatus Richards  
**Subject:** EPA grant Forms



STANDARD FORM  
271.xls



ACHPAY.xls



ACHSIG.DOC



DISBURSE  
FORM.doc

Cleatus,

I just spoke with Dick Seely and he stated that you are now going to do the day to day project management for your EPA wastewater project.

There are a few items that I need you to submit to me. Please pass this on to Lorri so she is also aware.

Please send me a copy of the council meeting minutes approving the EPA agreement, copy of the EPA agreement, and the attached ACHSIG.DOC. It needs to be completed and sent to me directly. This document certifies the appropriate signatures for pay requests. It should be typed on the Village's letter head. On this form it asks for the signature of the authorized official, that is usually the Mayor, or whoever signed the EPA agreement. Then the next part ask for two different people that may sign pay requests. I suggest you put Lorri McKnight and your name. You may add a third person if you wish.

If you are going to submit a pay request for pre-award expenses, you have to fill out the three other attached documents. Please round the invoice amount to whole numbers because that is the way EPA wants it. I need copies of the engineer's invoice along with what has been completed.

On the standard form 271, two signatures are required at the bottom of the document. On part 12a, this should be the same person that signed the EPA agreement, then part 12b, is either you or Lorri.

On the ACHPAY form, the signature would again be either you or Lorri.

I only broke it down for you because I have had problems getting the correct signatures on some of my other EPA projects.

If you have any questions, please contact me by email or by phone at 505-827-2812.

Stephanie DuBois  
Project Manager  
Construction Programs